

**DEPARTMENT OF HEALTH SERVICES**

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August 12, 1998

PPL No. 98-016

**RECEIVED**

AUG 17 1998

TCM/MAA

To All County Medi-Cal Administrative Activities (MAA)/  
Targeted Case Management (TCM) Coordinators and  
Advisory Committee Members

**TARGETED CASE MANAGEMENT (TCM) AND MEDI-CAL ADMINISTRATIVE  
ACTIVITIES (MAA) TIME SURVEYS FOR FISCAL YEAR 1998-99**

The purpose of this transmittal is to advise all Local Governmental Agencies (LGAs) participating in the TCM and/or MAA programs, that the fiscal year 1998-99 time survey shall take place during the month of September 1998. Time survey training will be provided during the month of August 1998. Additional information relative to the training dates and locations will be provided under separate cover.

The time surveys are to be conducted using only forms DHS 7093 and DHS 7094 with a new revision date of July 1998 (7/98). The revised forms are enclosed and all previous versions of these forms are to be discarded. The survey forms have been revised as discussed below:

1. Incorporate Policy and Procedure Letter (PPL) Number 98-014, dated July 16, 1998, which advised that supervisors of TCM case managers, who are not themselves TCM case managers, are allowed to time-survey MAA-related program planning and policy development (PP&PD) activities. Note that this time is only claimable when the PP&PD activity is not related to TCM.
2. To include Non-Medi-Cal Healthy Families application activities under the Other Programs/Activities category. Time is to be coded to this activity only when the "Healthy Families" box is checked on page 1, of Part A, of the Healthy Families/Medi-Cal Application.

To include Healthy Families/Medi-Cal eligibility application under the Facilitating Medi-Cal Application (Eligibility Intake) category. Time is to be coded to this activity when the "Medi-Cal" and/or the "Medi-Cal for Pregnant Women" boxes are checked on page 1, of Part A, of the Healthy Families/Medi-Cal Application.

For additional regarding the new Healthy Families Application, please call the Healthy Families Program, at 1-800-880-5305.



